President’s Message
You Can’t Do it All!

By Fourth District PTA President Maureen Christensen

Working with PTA leaders, I know firsthand how strong and willing you all are. One of the hardest things for us to do as strong PTA leaders is to step back and let others fulfill their duties as PTA leaders and also to admit that we can’t “do it all.” As PTA leaders we need to mobilize and organize our resources, especially the human ones. We need to learn to delegate!

Some tasks must be done only by specific officers but many tasks can be assigned to others. If you aren’t sure which tasks to delegate, ask yourself the following questions to help you decide whether or not to delegate a task:

- Do I have enough time to complete the task properly?
- Does the task specifically require my supervision or attention? (Check your bylaws to see what tasks are specified to be done a certain officer.)
- Are my personal skills and expertise required to complete the task?
- If I do not fulfill the assignment personally, will my reputation or the board’s be hurt?
- Is there a PTA member who will benefit and learn new skills by handling the assignment?

Remember that delegation can give others the chance to grow and learn by doing.

Remember that delegation can give others the chance to grow and learn by doing.

Bylaws Revision
Dues Increase
Membership Envelopes
Communications—Thanks
Sacramento Safari
LegLinks
Reflections—CAPTA Awards
Stress and Anxiety
HSA Awards Given
OCDE—Assessments
Treasurer-elect Duties
Workshops
Artículos en español
paginas 9-11
District Awards Reminder
Submit Officer Information

www.fourthdistrictpta.org
How to Use e-Bylaws, Submit, and Adopt Revised Bylaws

By Fourth District PTA Parliamentarian Erin Jenks

Technology is great and e-Bylaws is a wonderful tool, but creating bylaws online does not mean that your bylaws have been submitted to the state for review. There are more steps for you to take.

Once a password has been requested and your bylaws document has been created, that document still needs to be printed and submitted through channels. Your printed copy should be double-sided with page numbers on the bottom.

To submit, send two complete copies of the bylaws, four additional signature pages, and your submittal form to your council parliamentarian. Your council parliamentarian will then forward those to Fourth District PTA. The district parliamentarian will review and submit them to the state parliamentarian.

Please be sure that page two of the submittal form is filled out when submitting your bylaws. Page two lists the changes that you have made to your bylaws. Keep in mind that the portions of the bylaws that are marked with stars** must remain the way they are printed.

If you have any question, please feel free to contact your council parliamentarian or Fourth District PTA parliamentarian before printing and submitting. It can help expedite the return process if issues are clarified and dealt with before they reach the state level.

One very important thing to remember is that bylaws do not go into effect until they are approved at an association meeting. That means your bylaws must be submitted through channels, approved at the state level, returned to your unit, and then adopted by vote at an association meeting after giving 30 days notice to all of your PTA members.

Bylaws define your association and how it will function. You can review and submit as often as necessary, but you should be reviewing at least once a year. Make sure that your bylaws are current and reflect the needs of your organization.

NOTE: As adopted by last year’s convention delegates, the California State PTA dues increase of 75¢ goes into effect July 1, 2015 with the 2015-16 membership year.

If your PTA has not decided which option to use to implement the increase, review the instructions from State PTA at http://downloads.capta.org/con/DuesImplementation_2014.pdf

Two options listed in the instructions do not require bylaws revisions; one option would require revising your bylaws.
When California State PTA Vice President for Communications Patty Christiansen was serving as our own Fourth District PTA President several years ago, she emphasized that communicating gratitude to our PTA volunteers was a great way of encouraging them to come back again.

To help volunteers know that their efforts are appreciated, here are some of the ways she suggested that PTA leaders can offer thanks:

* Dedicate a regular newsletter column to thanking volunteers
* List names of volunteers on your meeting agenda, on the bulletin board, or in printed programs
* Thank volunteers publicly for their contributions at PTA meetings or school events
* Send a note or postcard of appreciation
* Present an Honorary Service Award

Use these ideas, or create others that fit your own leadership style, to build up your volunteers. Show them that you value their time and efforts, and they’ll be glad to help out again!
Sacramento Safari: Advocacy in Action!
By Sacramento Safari Chairman Kim Anderson

On March 16 and 17, 72 Fourth District PTA members participated in our annual two-day advocacy trip to Sacramento and we had an incredible time!

Fourteen of our twenty Orange County councils were represented: Anaheim Secondary; Buena Park; Capistrano Unified; Cypress; Fullerton; Harbor; Huntington Union; Irvine Unified; Laguna Beach Unified; Los Alamitos Unified; Orange Community; Placentia-Yorba Linda Unified; Saddleback Valley Unified and Santa Ana.

We heard from a total of 15 speakers, all of whom shared in-depth, pertinent, up-to-the minute information with us.

We also made visits to all of our Orange County Senator and Assembly Member offices. During our legislator visits, we advocated for:
- Legislation that would reduce chronic absence and truancy in our schools.
- Legislation, as well as necessary funding, that focuses on high-quality teachers.
- A school facilities funding mechanism.
- Legislation to repeal the state-imposed cap on school district reserves.

A full report, plus Talking Points, may be found at: http://www.fourthdistrictpta.org/sacramento-safari/

If your unit or council did not send a representative on Safari this year, please consider doing so next year. It is an amazing experience and well worth the investment.

It costs approximately $600 - $650 per person and 2016 dates will be available soon!

Stay on Top of PTA Legislative Issues by Signing Up for LegLinks
By Advocacy Committee Member Gisela Meier

The new two-year legislative session is well underway and legislators are busy writing and introducing bills. California State PTA advocates and officers (volunteers, like all of us!) are also busy, studying the bills that are relevant to children’s health, education, and welfare, and identifying those that PTA can support, based on our mission, general principles, position statements, resolutions and legislation planks. PTA may also oppose a bill that contradicts our concerns for children and families.

When a PTA-supported bill heads into a committee hearing or goes to the floor of the Assembly or Senate for a vote, it’s important for the voices of PTA members to be heard. You can be a part of this process by signing up for LegLinks, Fourth District PTA’s online source of legislative news from Sacramento. You will be notified when it is time to contact your legislator, which can be done via email or a brief phone call to a local office.

To sign up, go to www.fourthdistrictpta.org and click on Advocacy/ Legislative Alerts & News.
Local Reflections Artists Honored by State PTA!
By Fourth District PTA Vice President for Programs Kathleen Sarangay

Congratulations to our participants from Fourth District PTA whose entries received recognition by the California State PTA Reflections Program.

Awards of Excellence:
L. Chen - Middle School - Music Composition
Irvine Unified Council - Stonegate Elementary
S. Alam - Intermediate - Literature
Irvine Unified Council - Brywood Elementary
S.R. Garretton - Special Artist - Dance
Capistrano Unified Council - Philip J. Reilly Elementary
Z.M. Zubair - Special Artist - Photography
Harbor Council - Adams Elementary

All entries receiving an Excellence Award have been forwarded to National PTA for consideration.

Awards of Merit:
P. Yang - High School - Music Composition - Anaheim Secondary Council - Oxford Academy
C.N. Lim - Primary Visual Arts Placentia-Yorba Linda Council - Fairmont Elementary
A. Hanson - High School - Visual Art- Orange Community Council - Canyon High School
G. Lock - Primary - Photography
Los Alamitos Council - Los Alamitos Elementary

C. Dickerson - Middle School - Photography
Laguna Beach Council - Thurston Middle School

Convention Display:
F. Lee - Middle School - Visual Arts
Capistrano Unified Council - Ladera Ranch Elementary
John Carlo M. - Intermediate - Photography
Out of Council - Tustin Ranch Elementary
T. Charbonnet - High School - Photography
Irvine Unified Council - Northwood High School

All the Excellence, Award of Merit and Convention Display entries will be on display at the state convention in Sacramento between April 30th through May 2nd.

The CAPTA Convention Reflections Dinner will be Saturday, May 2, and is $55. All Award of Excellence recipients will be invited to attend and perform their artist piece. We hope you can attend and support our Fourth District winners.

Thank you for supporting and promoting the PTA Reflections program at your councils. Fourth District received 350 entries and forwarded 27 entries to California State PTA for consideration. The countless hours that you have given to the Reflections program are greatly appreciated and valued.

Stress & Anxiety
By Fourth District PTA Health Committee Member Kim Green

STRESS: n. A specific response by the body to a stimulus, such as fear or pain, that disturbs or interferes with the normal physiological equilibrium of an organism.
ANXIETY: n. Distress or uneasiness of mind caused by fear of danger or misfortune.

TEEN STRESSORS
* Being overbooked
* Parents
* Relationships
* Academics
* Pressure to look, be, act, do . . .
* Physical changes
* Siblings

PARENT STRESSORS
* Being overbooked
* Kids
* Relationships
* Academics
* Finances
* Job
* Safety

STRATEGIES THAT HELP
✓ Find the bottom line
✓ Stay level, out of the ring, off the roller coaster
✓ Set—and keep—boundaries
✓ Plan downtime, sleep
✓ Learn when to listen, talk, stay silent
✓ Teach life skills along the way
✓ Model healthy handling of your own stress
✓ When you make a mistake, admit it and apologize
✓ Is it age appropriate?

“There is nothing wrong with today’s teenager that 20 years won’t cure.” Author Unknown

Congratulations to the Fourth District 2015 Award Recipients!

Maureen Christensen - Golden Oak
Donna Broussard - Honorary Service Award
Michele Langham - Honorary Service Award
Marilyn Amato - Golden Orange
Next-generation assessments are coming soon to a classroom near you.

Over the last few years, California has introduced new instructional standards emphasizing critical thinking, problem-solving and analytical writing in addition to subject knowledge. And with those new standards comes the need for fresh assessments to determine what students know, how well they’re learning and what supports they’ll need to succeed in college and beyond.

Modernized exams created by the Smarter Balanced Assessment Consortium were designed to do just that, and this spring they will replace some of the older paper-based, multiple-choice tests that have reigned the world of public school accountability for decades. The new assessments will be taken online in grades 3 through 8 and 11, measuring student knowledge of English and math standards. And they’ll use adaptive technologies that offer a customized experience for test-takers while providing precise data to indicate which skills and content areas have been mastered.

The Smarter Balanced tests will provide critical feedback to show whether students are on track to pursue colleges and careers after graduation, and teachers and schools will be able to access the results quicker than ever. But, because they are fundamentally different from previous exams, they won’t initially allow for any reliable year-to-year comparisons. Instead, this year’s scores will serve as a baseline for measuring progress over time, according to Christine Olmstead, the Orange County Department of Education’s assistant superintendent of instructional services.

The Smarter Balanced tests may look different to students and educators, and early performance expectations should be tempered as the first scores establish baselines for measuring growth. But the results will present immediate opportunities for identifying the strengths and focusing on the needs of each student.

In 2014, California suspended its older standardized testing program to give teachers more time to prepare for this year’s roll-out — and to focus on Common Core implementation. In the meantime, a number of districts in Orange County and across the state helped field-test the new assessments.

For more information about Smarter Balanced assessments, and to take a practice test, visit http://www.smarterbalanced.org/.

Now That You Have been Elected Treasurer, What Should You be Doing?

By Fourth District PTA Treasurer-elect, Donna Broussard

UPON ELECTION/MARCH/APRIL

- Begin transition/training with outgoing treasurer.
- Start the budget process.
- President-elect appoints the budget committee to develop the budget based on proposed PTA programs for the upcoming year.
- Treasurer-elect chairs budget committee.
- Board-elect adopts preliminary budget.

MAY/JUNE

⇒ Attend CA State PTA Convention.
⇒ Attend Fourth District PTA workshops.
⇒ Present proposed budget for adoption to the current executive board and the membership at the last PTA meeting of the year.
⇒ Association approves and releases any funds required prior to the next association meeting in the fall. This allows the board-elect the ability to cover routine summer expenses as outlined in the bylaws.
Spring 2015 PTA Workshops

It is time for new PTA officers to plan for the next school year by signing up for training at our Fourth District PTA Spring Workshops. Remember all Presidents and Treasurers must complete PTA training.

Each workshop will be offered on two days and at two times! Sessions that are offered in the morning on the first date will be offered in the evening on the second date and vice versa. Each person only pays once!

Space is limited so please register only for those sessions you will be able to attend.

DATES: Tuesday, May 12 and Wednesday, May 20
LOCATION: National University, 3390 Harbor Blvd., Costa Mesa
COST: Early Registration Fee: $10 PER PERSON (no refunds)

Earlybird Discount Registration: Now through WEDNESDAY, MAY 6 at 2 pm.
Fourth District PTA must receive your registration form and payment on or before this date to be eligible for the early registration fee. Please allow time, if mailing.

Registrations after May 6 or at the door payments: $20 per person
Walk-in registrations will be accepted only if there is space. Handouts are not guaranteed.

CLASSES:
President/EVP General Financial In Spanish – Presidents
Secretary Membership In Spanish – Financial
Parliamentarian Auditor In Spanish – Membership
Historian Reflections In Spanish - Secretary
Anti-bullying/Cyber-bullying Awareness

Note: You may attend sessions in the morning and in the evening on one or both days for the same fee. There is no additional cost to attend a workshop on the second day.

REGISTRATION OPTIONS

A. Online (PREFERRED OPTION) at www.fourthdistrictpta.org. Payment must be made online using your personal PayPal account or credit card.
B. Registration Form: Print and mail or deliver the completed form (one form per person) with your cash or check payment to:

Fourth District PTA Workshops
1520 Brookhollow Drive, #40
Santa Ana, CA 92705

Office Phone: 714-241-0495
Hours: Monday-Thursday 9:30 to 2:00
Email: fourthdistrictpta@sbcglobal.net
Registration Form: Spring 2015 PTA Workshops

Online registration at www.fourthdistrictpta.org is preferred, but if unable to register online, use this form and mail it in. Please complete one form for each person attending the workshops.

Help us avoid errors and print clearly!

Name:

Email: Phone:

PTA Unit/School: Council/School District:

Payment per person (No refunds.): $10 until 2 pm, May 6
$20 after May 6

☐ Check made out to “Fourth District PTA” for $________ enclosed.
(Note: A single check can pay for multiple registrations, but use a separate form for each person.)

Please select all of the workshops that you plan to attend.

TUESDAY, MAY 12

MORNING SESSION
☐ 9:30 to 12:30 President/EVP
☐ 9:30 to 11:30 Parliamentarian
☐ 9:30 to 11:30 Anti-bullying/Cyber-bullying Awareness
☐ 9:30 to 10:45 Secretary
☐ 11:00 to 12:15 Historian

In Spanish – Morning Only
☐ 9:30 to 12:30 Presidents
☐ 9:30 to 12:30 Financial
☐ 9:30 to 10:30 Secretary
☐ 10:30 to 12:30 Membership

EVENING SESSION
☐ 6:00 to 9:00 General Financial
☐ 6:00 to 8:00 Membership
☐ 6:00 to 8:00 Reflections/Arts Ed
☐ 6:00 to 8:00 Auditor

WEDNESDAY, MAY 20

MORNING SESSION
☐ 9:30 to 12:30 General Financial
☐ 9:30 to 11:30 Membership
☐ 9:30 to 11:30 Reflections/Arts Education
☐ 9:30 to 11:30 Auditor

In Spanish – Morning Only
☐ 9:30 to 12:30 Presidents
☐ 9:30 to 12:30 Financial
☐ 9:30 to 10:30 Secretary
☐ 10:30 to 12:30 Membership

EVENING SESSION
☐ 6:00 to 9:00 President/EVP
☐ 6:00 to 8:00 Parliamentarian
☐ 6:00 to 8:00 Anti-bullying/Cyber-bullying Awareness
☐ 6:00 to 7:15 Secretary
☐ 7:30 to 8:45 Historian

Mail completed form and payment to:

Fourth District PTA Workshops
1520 Brookhollow Drive, #40
Santa Ana, CA 92705

The fee will increase to $20 per person for all registrations received after 2 pm on May 6.

No childcare will be provided.

Questions: Call 714-241-0495
Talleres de Capacitación
Primavera 2015

¡Formato Nuevo!

Ahora es el momento de que los nuevos oficiales de PTA planeen el siguiente año escolar al inscribirse para asistir a los talleres de capacitación de primavera del Cuarto Distrito de PTA. **Recuerde que todos los presidentes y tesoreros deben asistir a las capacitaciones.**

Los talleres en español son ofrecidos únicamente por la mañana en **dos días distintos.** ¡Cada persona paga solamente una vez y puede asistir los dos días!

El cupo es limitado así que asegúrese de inscribirse en la sesión que va asistir.

FECHAS: Martes, 12 de mayo y el Miércoles, 20 de mayo

LUGAR: National University, 3390 Harbor Blvd., Costa Mesa

COSTO: Descuento de Inscripción antes del 6 de Mayo: $10 POR PERSONA
(No habrá reembolsos)

**LOS TALLERES:** Presidentes, Financiero, Membresía, Secretario

La fecha límite para el descuento de inscripción anticipada: Miércoles 6 de mayo

La oficina del Cuarto Distrito de PTA deberá recibir su formulario de inscripción y pago en o antes de esta fecha para tener derecho al descuento de inscripción. Si se va a registrar por correo calcule la demora del correo postal.

Todas las inscripciones después (demoradas) del 6 de mayo o en la puerta será de: $20 por persona

Todas las personas que se presenten sin haberse inscrito con anticipación, serán aceptadas si hay espacio y no se les podrá garantizar materiales.

Nota: No habrá servicio de guardería.

**OPCIONES DE INSCRIPCION**

A. Por internet al sitio [www.fourthdistrictpta.org](http://www.fourthdistrictpta.org). Todos los pagos por internet deben ser hechos con una tarjeta de crédito personal. Los pagos serán hechos a través de PayPal.

B. Imprima y envíe por correo postal o entregue en persona este formulario con su cheque a:

Fourth District PTA
Talleres
1520 Brookhollow Drive, #40
Santa Ana, CA 92705

714-241-0495
Horas: Lunes - Jueves 9:30 am to 2:00 pm
Email: fourthdistrictpta@sbcglobal.net

Sírvase a llenar un formulario por cada persona que asistirá a los talleres.
Formulario de Inscripción
Talleres de Capacitación
Primavera 2015

¡Ayúdenos a evitar errores y escriba claramente!

<table>
<thead>
<tr>
<th>Su Nombre y Apellido:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Teléfono:</td>
</tr>
<tr>
<td>Unidad de PTA/Escuela:</td>
<td>Concilio de PTA:</td>
</tr>
</tbody>
</table>

El costo es por persona y no habrá reembolso.
Pago por Persona:  
$10 Antes de las 2:00 de la tarde del 6 de Mayo  
$20 Después del 6 de Mayo

Adjunte su cheque pagadero de $_______ a nombre de “Fourth District PTA”  
(Nota: Para múltiples inscripciones podrá ser usado un solo cheque. Pero asegúrese de usar formularios de inscripción por cada persona.)

Sírvase a indicar todos los talleres que va a asistir.

Martes, 12 de mayo
Los talleres en español están disponibles únicamente en la mañana.

☐ 9:30 to 12:30 Presidentes  
☐ 9:30 to 12:30 Financiero  
☐ 9:30 to 10:30 Secretario  
☐ 10:30 to 12:30 Membresía

Miércoles, 20 de mayo
Los talleres en español están disponibles únicamente en la mañana.

☐ 9:30 to 12:30 Presidentes  
☐ 9:30 to 12:30 Financiero  
☐ 9:30 to 10:30 Secretario  
☐ 10:30 to 12:30 Membresía

- Este formulario de registro y su pago deberán llegar a la oficina del Cuarto Distrito de PTA antes de las 2:00PM del jueves 6 de mayo para ser elegible para el descuento de inscripción anticipada.

- A partir del 6 de mayo el costo de todas las inscripciones será de $20.00 por persona.

Envíe por correo su pago con este formulario con sus datos a:

Fourth District PTA  
Talleres  
1520 Brookhollow Drive, #40  
Santa Ana, CA 92705

Preguntas: Llame al 714-241-0495
¡Necesitamos Aprender a Delegar!
Por la presidenta del Distrito Cuarto de la PTA Maureen Christensen

He podido darme cuenta de primera mano, al trabajar con líderes de PTA la fortaleza y la disposición que todos tienen. Como tal, uno de los retos más difíciles es el de apartarse y dejar que otros cumplan con sus responsabilidades. Como líderes de PTA, necesitamos motivar y organizar nuestros recursos, especialmente los humanos. ¡Necesitamos aprender a delegar!

Algunas tareas deben ser cumplidas por oficiales específicos pero muchos otros pueden ser asignados a otros líderes. Si usted no está seguro que responsabilidades puede delegar, las siguientes preguntas le ayudarán a decidir.

1. ¿Tengo suficiente tiempo para finiquitar la tarea de manera apropiada?
2. ¿Requiere de mi atención o supervisión? (revise su estatutos para ver que responsabilidades deben ser cumplidas específicamente por ciertos oficiales).
3. ¿Para llevar a cabo el cometido se requiere de mi experiencia y habilidad?
4. ¿Se dañara mi reputación y/o el de la mesa ejecutiva si no cumplí con la asignación?
5. ¿Al encargarse de la asignación algún líder de PTA, aprenderé y se beneficiara al aprender estas nuevas destrezas?

Recuerde que al delegar permite que otros crezcan y aprendan. Es una buena costumbre para su PTA que brinde oportunidades de aprendizaje nuevos a los demás.

Ahora que ha determinado que va a delegar, ¿cómo lo hace? A continuación encontrará cinco pasos efectivos.

1. Seleccione la persona más apropiada.
2. Fomente, capacite y motive que la persona acepte la asignación. Explique de manera realista lo que conlleva cumplir.
3. Explique con detalle la asignación y dele la autoridad para que lo lleve a cabo el líder. Asegúrese de que sus expectativas sean claramente entendibles. Haga preguntas para que usted se asegure de que sus expectativas han sido entendidas. Dele espacio a la persona para que cumpla con la asignación.
5. Mantenga un control de supervisión porque ultimadamente es su responsabilidad el cumplimiento de la asignación.

Para algunos de nosotros se nos hace muy difícil dejar el control. Pero recuerde que no todos van a hacer las cosas como usted. No se trata de como se hace la asignación sino de que se cumpla, así que sea flexible. Confíe en que ahora que ha sido elegido tal como se define en sus estatutos.

Maureen

Artículo de Membresía
Por Lisa Boler

Para el próximo año escolar, si su unidad va a usar los sobres de membresía de PTA de California, hoy es el momento de ordenarlos a través de su concilio. Visite la página de internet del Cuarto Distrito de PTA (www.fourthdistrictpta.org) bajo la sección de Membership, presione la palabra Forms y a mano derecha encontrara la liga de interés Membership Order Form-English & Spanish.

El costo de $15.00 por cada caja de 500 sobres (el mismo costo del año anterior). Todas las órdenes son en incrementos de 500.

Escriba el cheque pagadero a su concilio correspondiente. Concilios, escriban un solo cheque por todas sus unidades. Cajas adicionales de sobres serán ordenadas conforme se necesiten.

A todos aquellos que han remetido todos las cuotas de membresía a tiempo, gracias.

Nota: Las cuotas de membresía del 2014-15 serán aceptadas a través de los canales al Cuarto Distrito de PTA hasta el 18 de junio. Antes de que cierren sus libros financieros para ser auditados, asegúrese de que han enviado todas las cuotas correspondientes.

¿Qué es lo que debe estar haciendo ahora que ha sido elegido tesorero?
Por Donna Broussard, Tesorero-electo del Cuarto Distrito de PTA

Después de la elección en Marzo o Abril
- Comience la transición con el tesorero saliente.
- Empiece el proceso de hacer el presupuesto.
- El presidente electo nombra al comité presupuestario para que proponga un presupuesto basado en programas de PTA propuestos para el próximo año escolar.
- El tesorero-electo es el jefe del comité presupuestario.
- La mesa ejecutiva-electa aprueba el presupuesto preliminar.

Mayo/ Junio
- Asiste a la convención de la PTA de California.
- Asiste a las capacitaciones del Cuarto Distrito de PTA.
- Presenta el presupuesto propuesto a la mesa ejecutiva actual para que sea aprobada y a todos los miembros durante la última junta de asociación del año escolar.
- La asociación aprueba y libera fondos necesarios requeridos antes de la próxima junta de asociación en el octubre. Al hacerlo permite y habilita que la mesa ejecutiva electa pueda cubrir los gastos de operación durante el verano tal como se define en sus estatutos.

Gracias a la Diana Flores para la traducción española.
Of COURSE your PTA is wonderful!

Please take a minute to fill out an application and tell us about it!
We are now accepting applications for Fourth District PTA Awards, due to the office April 30th.

Four Fourth District Awards available:
1. **Creative Program Award:** Did your school do something creative? (Not a fundraiser) We’d like to hear about it!
2. **Creative Membership Award:** How did you get your members? Let us know!
3. **Outstanding Unit:** We know you are, but you need to fill out the paperwork to be considered!
4. **Outstanding Council:** This great level of PTA deserves recognition, too!

Check out the link to the Fourth District website where the applications are available online: [http://www.fourthdistrictpta.org/forms/](http://www.fourthdistrictpta.org/forms/)

Award winners will be notified and invited to attend the Fourth District PTA Awards luncheon on June 4.

Questions? Email Jill at awards@fourthdistrictpta.org. Good luck!

---

**Remember to Submit Your Officer Information**

**PRESIDENTS OF UNITS AND COUNCILS:**
Before the end of this year, be sure to use PTA’s online system for submitting officer contact information through PTAEZ.

Whether or not you are continuing as president for next year, you need to ensure that your PTA continues to receive the resources it is entitled to and the communications that are vital to your officers.

Go to PTAEZ.COM and click on “Officer Contact” to get started. You can always go back later to add more information if you don’t know all your officers yet.

You will need your PTA’s user name and password to log in. Be sure to keep a record of these.

If you have lost or forgotten your password or username, contact Fourth District PTA.